



## ***JOB POSTING***

**Position:** Paralegal/Legal Assistant

**Dept:** Legal

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**Position Responsibilities (include but are not limited to the following):**

- Complete tasks as assigned by Corporation Counsel and City Attorney.
- Draft various pleadings in civil litigation proceedings.
- Draft various pleadings in bankruptcy proceedings.
- Conduct legal research at request of Corporation Counsel and City Attorney.
- Initiate collection proceedings for property damage to City-owned property, including the filing of small claims.
- Prepare appropriations and resolutions for budgetary matters before the City Council.
- Draft general ordinances for the City Council to amend the *Terre Haute City Code*.
- Draft annual salary ordinances with information provided by departments and union contracts.
- Prepare monthly updates to the *Terre Haute City Code*.
- Input all ordinances, resolutions and appropriations acted on by the City Council for inclusion in the annual Council minutes book.
- Provide notification to insurer of all potential liability claims.
- Maintain records of liability claims, tort claims, bankruptcy and pending litigation.
- Prepare and record documentation in property and/or easement acquisition (i.e. notices, grant documents, affidavits, and claims for payment).
- Attend mediations and trials as representative of City upon request of City Attorney.
- Store and maintain record of closed Legal Department files.
- Assist City Clerk in preparation of annual Council minutes book.
- Answer departmental and citizen inquiries regarding City ordinances.
- Provide back-up to secretary when necessary in the form of answering phones, inter-office filing, court filing, copying, greeting visitors, processing daily mail, calendaring appointments and court dates, and typing dictation.

**Knowledge, Skills, and Abilities Required:**

- Excellent organizational skills.
- Excellent written and oral communication skills.
- Excellent administrative skills.
- Detail oriented.
- Considerable ability to perform legal research, prepare legal memorandums, and draft court pleadings.
- Working knowledge of Microsoft Office.
- Working knowledge of legal research computer program.
- Considerable ability to relate diplomatically and courteously with fellow employees and citizens from the public.

- Considerable ability to type lengthy documents quickly and accurately.
- Working ability to function with general supervision and exercise personal initiative.

**Minimum Qualifications:**

**Education/Training:** Paralegal degree and/or certificate or the equivalent in experience.

**Experience:** 3 years paralegal experience preferred

**Working Conditions:** Office Setting

**Physical Requirements:**

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters
- Ability to hear within normal ranges.
- Ability to extend hand(s) and arm(s).

**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)